

## **SENIOR FINANCIAL ANALYST**

### **DISTINGUISHING FEATURES**

The fundamental reason the Senior Financial Analyst exists is to conduct research, develop economic and revenue forecasts, and perform a variety of analysis in developing the City's Financial Plan in the Financial Services Department. This classification is not supervisory. Work is performed with a high degree of independence and reports to the Budget Director.

### **ESSENTIAL FUNCTIONS**

Coordinates with operating departments annual reviews of city indirect costs and citizen rates and fees.

Prepares multi-year financial models, revenue forecasts and financial trend analysis.

Prepares economic impact analysis or other feasibility studies for management.

Assists with citywide budget development and expenditure monitoring.

Acts as a consultant to operating departments and assists in cost/benefit analysis.

Designs and conducts training related to finance, accounting, budget and staff's fiscal responsibilities.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Knowledge of:

Public administration principles and practices.

Computerized financial systems.

Economics, finance, governmental budgeting, and cost accounting.

Ability to:

Effectively communicate instructions and information verbally and in writing.

Establish and maintain effective working relationships with co-workers, supervisors, and the general public.

Maintain regular consistent attendance and punctuality.

Communicate both verbally and in writing with all levels of the organization using clearly organized thoughts, proper sentence construction, punctuation, and grammar.

Provide superior customer service for both internal and external customers.

Operate a variety of standard office equipment, a personal computer and a variety of computer software that require continuous and repetitive arm or hand and eye movement for extended periods of time.

**Education & Experience**

Any combination of education and experience equivalent to a Bachelor's degree in Economics, Finance, Accounting or other business related field and two to five years progressively responsible professional finance experience, preferably in a municipal setting. A Master's degree in Economics, Finance, Accounting, and/or Public Administration or related field and/or certification as a public accountant are highly desirable.

FLSA Status: Exempt

HR Ordinance Status: Unclassified